

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES AUGUST 31, 2020**

TIME: 6:00 PM
LOCATION: via Zoom Teleconference

PRESENT

Board of Selectmen: Katherine D.P. Stewart, John W. Kluge, Meredith Smith

Administrative Staff: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

Others: Emily Curtis, recording secretary; Cecilia Aufiero, Lee Davis

CALL TO ORDER

Ms. Stewart called the Selectboard meeting to order at 6:00pm.

Virtual Meeting Preamble

TOWN OF ENFIELD BOARD/COMMITTEE COVID-19 ELECTRONIC MEETING CHECKLIST

As Chair of the Selectboard for the Town of Enfield, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that this is a virtual meeting only, as authorized by the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All members of the Board/Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # and using the password provided or by clicking on the following website address: that has been provided in email.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Enfield's website at: <https://enfield.nh.us>.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-309-6379 or email at: raylesworth@enfield.nh.us.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

At this time, I also welcome members of the public accessing this meeting remotely. Although this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

I will follow the agenda items in order unless otherwise explicitly stated and ask the Board and town department and/or committee stakeholders for input first. Then I will specifically ask for public comment. I will ask you to unmute and will call on members of the public. I ask that you endeavor to not speak over one another or interrupt in the interest of fairness to all present in the call and to our minute taker. I acknowledge timing is a challenge and there will be occasional, intentional lags to allow for responses from participants. Please be patient and the meeting will flow along nicely.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

ROLL CALL OF ATTENDEES

APPROVAL OF MINUTES

July 6, 2020

Mr. Aylesworth noted that the minutes were previously approved; two needed changes were subsequently noted by the Budget Committee.

Mr. Aylesworth stated that Mr. Albanese requested that the minutes be amended to reflect that he was excused from the meeting. He added that on page 2 should be corrected to state 'Mr. Eaton **inquired**...'.

Mr. Kluge made a motion to put the minutes from July 6, 2020 back on the table for revisions. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to amend the minutes as suggested by the Town Manager. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

August 17, 2020

Mrs. Smith made a motion to pass the minutes as written. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

BOARD REPORTS

Mr. Aylesworth requested to hold Board Reports and the Town Manager's Report until the end of the meeting.

BUSINESS

Updates to the Town Employee Personnel Policy

Mr. Aylesworth requested questions or feedback from the BOS regarding updated documents distributed prior to the meeting. He noted that the information presented has been heavily reviewed by Town Counsel, and an outline of changes has been provided.

Mr. Kluge stated that he did not see anything of concern when he read through the document and noted that the Town Manager, Assistant Town Manager, as well as Town Counsel have all examined it very carefully.

Mr. Aylesworth noted that the document has had incremental changes, but has not been overhauled and updated to this extent in at least five years.

Ms. Stewart added that, as a living document, there are some pieces that could be separate documents that are referenced that will be updated more frequently – such as for tables and names.

Mr. Aylesworth agreed that the document would continue to be updated on an as needed basis, and underscored that, while the current document may not be "perfect" as updated, it still represents a significant improvement over the version from 2015 that is currently adopted.

Mr. Kluge made a motion to approve the document as presented. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Authorization to Use CIP-CRF Funds for the Acquisition of Fire Department Radios

Mr. Aylesworth reviewed the information regarding the utilization of CIP-CRF Funds for the acquisition of additional Fire Department radios as requested by the Fire Chief. He noted that purchasing the units now amounted to \$6,000 in savings vs. waiting six months to make the purchase. He added that he spoke with members of the CIP Committee regarding details and all of the members supported making the purchase now to obtain the added discounts/savings. He stated that the cost of the radios was researched thoroughly, including pricing out other vendors for the same product prior to making the request.

Mr. Kluge made a motion to approve the request. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

CIP Committee Appointment (Holly West)

Mr. Aylesworth stated that the communication from Ms. Bonnette regarding Ms. West's reappointment was not received prior to the meeting where members of the BOS approved Committee reappointments. Mr. Aylesworth noted that he reached out to Ms. West directly and confirmed that she was interested in being appointed to the CIP Committee.

Mrs. Smith made a motion to renew the appointment of Ms. West to the CIP Committee. Mr. Kluge seconded. A roll call vote was taken. Vote passes in favor of the motion (2-0) Ms. Stewart abstained due to conflict of interest.

ADMINISTRATIVE ITEMS

Ms. Bonnette noted that there were no administrative items to review, other than the absentee ballot report that was distributed.

Ms. Stewart thanked Ms. Bonnette for the ballot report and requested that the BOS revisit Board Reports.

BOARD REPORTS

Mr. Kluge stated he had nothing to report.

Heritage Commission

Mrs. Smith noted a Heritage Meeting was held on Thursday night, and she has been working on the application regarding the Enfield Center Townhouse. She noted that Ms. Jones was assisting in the process.

Mrs. Smith noted she participated in a field trip with EVA Board and some members of the Historical Society when visiting historic buildings in the town including: The Union Church, the School House, and the Town House. She stated it was a very interesting trip and an excellent opportunity to learn more about the history of each building.

Mascoma Lakeside Park Committee

Mrs. Smith noted that Lakeside Park would be meeting tomorrow and hoped to get more information on the construction progress.

Ms. Stewart noted that the Budget Committee met. She noted that discussions were held regarding how to make cuts with regard to COVID-19 and whether that would be a percentage-based cut or not. She noted that many ideas were shared and the BOS was requested to offer thoughts and feedback.

Mr. Aylesworth added that the Budget Committee was discussing drop down budgets as a part of department proposals so that cuts would be predetermined if absolutely necessary, and what ramifications may be for those cuts. He noted that he has been speaking with department heads to prepare them for the process and indicated that the Budget Committee would be interested in meeting with the BOS in the early stages of the budget process.

Ms. Stewart stated that the Budget Committee recently re-organized and Erik Russell was appointed as the Chair, with Sam Eaton as the Vice Chair. She added that Mr. Shipman submitted a letter requesting to be released from the Budget Committee for personal reasons, and it was agreed that the Budget Committee would accept the next highest vote getter, Dimitri Deserranno.

TOWN MANAGERS REPORT

- Mr. Aylesworth noted that MFAC will be meeting at 6:30 this evening to finalize the presentation for September 14th.
- Mr. Aylesworth noted that the DPW Buildings and Grounds Leader position is in the process of being filled.
- Mr. Aylesworth and Chief Holland have interviewed 16 candidates with regard to the PSAC position. He noted that the field has been narrowed down to 7 candidates who have been requested to provide responses to two homework assignments, including a PowerPoint and an essay. He noted that it is anticipated finalists will be scheduled for interviews within the next week.
- The September issue of the Town Newsletter will be going out this week.
- Mr. Aylesworth, as well as the DPW Director, Chief of Police, and a representative of the District II Office will be meeting with a local resident to discuss the underpass and parking situation to identify solutions.
- The pavilion paving project will be underway soon. He noted that the lakeside parking lot will be shut down temporarily so as to make space for moving the heavy equipment to the site.

Mrs. Smith noted that she has heard increasing concerns regarding having boat trailers parked along Route 4A.

Mr. Aylesworth noted that they are trying to figure out the best solution, as it is not ideal to have the boat trailers parking in the upper lot and blocking beach parking. He added that the Department of Transportation also plays a role, as it is their road.

Ms. Stewart acknowledged that she had received similar complaints as well and it is a challenge.

OTHER BUSINESS

Ms. Stewart requested if members of the BOS had any other business. No new business was presented.

ADJOURNMENT

Mrs. Smith made a motion to adjourn at 6:29 PM. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting adjourned at 6:29 pm.

Katherine D. P. Stewart, Chair

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen